

~~CONFIDENTIAL~~

Chief, Management Staff

13 September 1956

Chief, Records Management Staff

Weekly Report - Week Ending 12 September 1956

1. As a result of the experience gained during Operation Alert we have been able to eliminate 185 1/2 reels of film from the Vital Material Repository. This will permit additional space for expansion.

2. The file space requirements for DD/P area in the new building have been reviewed and recommendations submitted to the Building Planning Staff proposing a reduction of 32 percent in the space originally requested for filing operations.

3. Twelve (12) new and revised forms were completed. The workload on hand amounts to 5 new and revised forms.

4. The Records Disposition survey in OCR is 40 percent complete. We have already gotten an agreement for the destruction of 5 1/2 cubic feet of Graphics Registry material, this is equivalent to 7 safe cabinets.

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5. Mr. [REDACTED] received 20 hours of on-the-job training.

6. Real Estate and Construction Division advises that the completed plans and specifications for the addition to the Records Center will be completed by the 31st of October. They will then be submitted to prospective bidders.

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Mgt/S/RMS/[REDACTED]abt (13Sept56)

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